



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



COMMUNITY RESOURCE ASSISTANT

\$38,928.92 - \$62,873.53 ANNUALLY

Description of Duties

The incumbent in this position reviews complex requests for assistance from neighborhood business community. Facilitates business groups and exercises independent judgments in developing programs and partnerships. Provides outreach and guidance in the use of City services. Maintains, processes and tracks outreach cases. Performs a variety of responsible administrative and clerical duties including correspondence and reports. Develops, organizes, and conducts specialized research and other programs. Assist in the pre and post Hurricane preparation needs. Work closely with Answer Center. Performs other related work as required

Requirements

Three (3) years experience working with community based organizations and business outreach, including implementation of a wide variety of projects. Responsible and varied administrative/managerial experience in community and economic development. Knowledge of City government, organization and operations. Considerable knowledge of modern office equipment. Ability to establish and maintain effective working relationships with other employees, City officials, and the general public. Coverage during certain weekend and night meetings/events will be required

Desires

Bachelor's degree from an accredited university in Public Administration or related field. Experience may substitute for education on a year-for-year basis. Demonstrates excellent communication skills. Ability to speak, read and write Spanish.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
Email: jobs@miamibeachfl.gov
ATTENTION: CRA-ANN

CLASS NO: **2120**
UC NO: **0596UO**